



# IRON COUNTY RURAL PLANNING ORGANIZATION

ICRTEC CHAIR—MAYOR CONNIE ROBINSON • ICRTAC CHAIR—TOM STRATTON • PLANNING MANAGER—CURT HUTCHINGS

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## MINUTES

### Rural Transportation Advisory Committee (RTAC)

December 4, 2013, 2:00 pm

Cedar City Offices

10 N. Main Street, Cedar City, UT

#### **MEMBERS IN ATTENDANCE:**

Mr. Kit Wareham  
Mr. Steve Platt  
Mr. Shayne Scott  
Mr. Rob Dotson

#### **REPRESENTING:**

Cedar City  
Iron County  
Parowan City  
Enoch City Manager

#### **MEMBERS IN ATTENDANCE BY PHONE:**

Mr. Monte Aldridge

#### **REPRESENTING:**

Utah Dept. of Transportation

#### **MEMBERS EXCUSED:**

Mr. Tom Stratton  
Ms. Brenda Pugh  
Mayor Connie Robinson

#### **REPRESENTING:**

Brian Head  
Kanarraville Town  
Paragonah Town

#### **OTHERS IN ATTENDANCE:**

Mr. Dave Demas

#### **REPRESENTING:**

Five County Assoc. of Governments

#### **I. Quorum Declaration**

Mr. Shayne Scott welcomed all present and declared there was a quorum present.

#### **II. Approve Minutes for October 2, 2013**

A motion was made by Mr. Steve Platt, seconded by Mr. Kit Wareham, to approve the October 2, 2013 Minutes of the Iron County Rural Transportation Advisory Committee, with the following changes:

Page 2, section III, first paragraph, fifth line, last word should read “shown” instead of “show”.



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Page 5, section VI, third paragraph, third sentence from bottom, should read “at an exchange rate of \$0.85 state funds for \$1.00 federal funds.” instead of “funds less 85%.”

MOTION PASSED UNANIMOUSLY

### III. Update on Functional Class

Mr. Demas presented a copy of the latest functional class map. He spoke to Abdul Wakil and Mr. Wakil said they are still waiting for the Federal Highway Administration (FHWA) to complete the balancing and approval; UDOT has completed their balancing. Mr. Demas stated that he could not see any issues or changes. The area in the Iron County Rural Planning Organization boundary remains as planned. The county area on the west is still not 100% acceptable. Mr. Platt agreed and stated he had also spoken with Mr. Wakil.

Mr. Demas noted that some of the county roads requested were added back on the map. However, they did not get the new road or a couple of the roads in the Beryl area that had been requested. Mr. Demas thought that UDOT had agreed to put the road from the crossroads up to Beryl back on the map. Mr. Demas felt that if he could find an earlier copy of the map where UDOT had approved to keep the road, he could go back and make an argument to get it added on the latest map. Mr. Platt agreed that it was worth a try.

Mr. Demas asked the committee members to review the map. Mr. Demas had caught several changes that had been made that did not make it onto the final map. He stated that Mr. Wareham had reviewed the map and given it his approval. Since the details of the map were difficult to see, Mr. Demas will send to all committee members the latest link to the map that would allow them to zoom in to review.

Mr. Wareham inquired if the project was on schedule. Mr. Demas shared that according to Mr. Wakil they are about one month behind schedule. Mr. Demas felt, based on the schedule he received at the beginning of the project, they are close to being on schedule. They had planned to have everything completed and approved by the end of the year. It doesn't appear they will make that time frame but they will be close.

Mr. Scott asked for clarification on the approval process. Mr. Demas explained that the state goes through a balancing process, after it is approved by the state it is



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submitted to the FHWA for review. FHWA will go through their process and provide the final approval. The principal arterials were a priority for the FHWA because of the funding issues. Mr. Demas believes that the principal arterial process is done so full approval should be completed soon.

#### **IV. Concept Report Discussion**

Mr. Demas remarked that although Monte Aldridge was unable to attend the meeting in person, he was available by phone. He suggested making a call to Mr. Aldridge to include him in the meeting since he does play a vital role in the process. While Mr. Aldridge was being contacted, Mr. Demas passed out three examples of the concept report forms: the short form patterned after the Alton study, the DMPO form and the completed UDOT form that he received from Mr. Aldridge. The UDOT form is very in-depth; approximately 7 pages long with 15+ attachments.

At this point Mr. Aldridge joined the meeting by phone. Mr. Demas asked Mr. Aldridge to share his thoughts on which concept report to use or how to modify one of the reports to meet the committee's needs. Mr. Aldridge stated that the primary purpose of the concept report is to provide an update to allow the projects to compete with other projects statewide. It is good to have a simple report but it must include enough data to compete for funding. Mr. Aldridge explained that UDOT does not prepare a concept report on all projects; typically only on those projects that have risen to the top of their prioritized list that have an opportunity to compete. He felt it was important for the committee to determine what would be gained from completing the reports and who should put them together since an in-depth concept report does require substantial time and manpower to complete.

Mr. Demas stated that it would be helpful to have information on the projects even if the project is on an unfunded list. When the project does come up in the future, the details and scope of the project would be available.

The committee members discussed the need for a concept report, the format and length of the report and how to determine which projects should or should not have a report completed.

Mr. Platt suggested using the one page concept report for the RPO to get the project on the prioritization list; it could be completed by any of the RPO members. When



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the project goes out for funding, the sponsor of the project would work with the funding agency to complete the appropriate concept report.

Mr. Demas will modify the one page concept report to create a sample form. He will compare it to the other report forms to determine if they have information that would be important to include on the short form. The one page concept report will include a line for a cost estimate for the project.

The committee agreed that the ICRPO could function as a resource and provide expertise and direction for the smaller communities as they work to complete their concept reports.

Mr. Demas felt that it would be a benefit to complete a concept report for the projects currently on the prioritization list. A short concept report should not take more than 30 minutes to complete and most projects would require a map attached. Mr. Demas will send out the sample concept report to all committee members for review so a vote can be taken at the next meeting.

## **v. UDOT Update**

Mr. Platt reported that he had not been able to find the application on the UDOT website to trade their federal funds for state funds as discussed in the last meeting. However, he spoke with Rick Torgerson and was told he could meet with Mr. Torgerson and the Transportation Commission meeting in March in Santa Clara at 8:30 a.m. and the request would be approved. Mr. Torgerson did not mention anything about an application being required but Mr. Platt would like to have it completed in case it is needed. Mr. Platt asked Mr. Wareham to send him the application if he could locate a copy.

Mr. Aldridge shared with the committee that he had been in contact with Tim Boschert regarding a meeting to discuss FTA funding. He felt it was necessary to give Mr. Boschert an idea of what the committee was looking for so that Mr. Boschert could be prepared. Mr. Aldridge would like to see a 'Transit Funding 101' presentation that would include a general overview of transit funding and how it affects the RPO and the communities within the RPO.

Mr. Aldridge and the committee members discussed what information they would like Mr. Boschert to provide. Mr. Demas remarked that it would be important to



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know what funds are available, what they are available for and the application process and timeline. Mr. Demas felt it could be a short meeting followed by a question and answer period.

Mr. Aldridge suggested inviting the Cedar City transit group to participate in the meeting. Mr. Demas stated that he has talked with Ms. Tamara Nay, CATS Transit Manager, and she is interested in attending. Mr. Demas has invited Ms. Nay to the regular ICRPO meetings.

Mr. Aldridge stated that he would like Mr. Boschert to attend the meeting in person. If that is not possible, he suggested holding the meeting at the UDOT Cedar City office using their video conference equipment. Mr. Aldridge explained that the committee would be able to view the presentation or documents that Mr. Boschert uses with their video conference equipment. The committee agreed that a video conference meeting would suffice. Mr. Aldridge will contact Mr. Boschert to set up a video conference for the February 2014 meeting.

A. UDOT Vision Document

The committee agreed to table this agenda item until the February 5<sup>th</sup> meeting.

B. Zero Fatalities – Wild life crossings

The committee agreed to table this agenda item until the February 5<sup>th</sup> meeting.

At this point Mr. Aldridge was excused from the meeting.

## VI. Other Discussion Items

A. Other Items

B. Chair and Vice Chair

The committee agreed to table this agenda item until the February 5<sup>th</sup> meeting when the current Chair, Mr. Tom Stratton, would be in attendance.

C. Next Year Calendar

The committee had a short discussion regarding the meeting schedule for 2014. Mr. Scott informed the group that the Iron County Coordinating Council had



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approved to change their meetings to quarterly instead of bi-monthly in their last meeting. However, that decision may be subject to change.

The committee agreed to reassess the schedule at the February 5<sup>th</sup> meeting after obtaining more information regarding the Coordinating Council/ICRTEC meetings.

- D. Next meeting Feb. 5, 2014
  - i. Location: UDOT District Office

## VII. Adjourn

A motion to adjourn was made by Mr. Scott, second by Mr. Wareham, all approved.